

## Harvest FFVP Application Training Session for New Users

### Agenda

The Fresh Fruits & Vegetables Program (FFVP) Application Training Session will demonstrate how to complete an FFVP application within Harvest, the new Child Nutrition Management System which was implemented at the Vermont Agency of Education starting in April 2021. At the conclusion of this training session, School Food Authorities (SFAs), should be able to:

1. Access Harvest
2. Request Harvest Credentials
3. Submit Helpdesk issues
4. Navigate through Harvest Applications, including FFVP
5. Access Historical data
6. Complete the Annual Organization Profile
7. Complete the FFVP Application

### How to Access the Harvest Landing Page

The first thing you must do is go to: <https://harvest.education.vermont.gov>

Users who had credentials under the previous Child Nutrition Management System will have their UserIDs converted to Harvest. These existing users must use the Forgot Password process to reset their passwords.

Users who did not have credentials for the previous Child Nutrition Management System must request new credentials via the New User process. Steps for obtaining a New UserID include:

1. Click on the New User link
2. Search for, and select the Organization for which you work
3. Select the role you are requesting (usually Data Entry)
4. Submit your request to AOE for review
5. You will receive an email with a temporary password within 48 hours if your request is approved by AOE.
6. Log on with your UserID and temporary password
7. Complete the process of changing your password
8. You should reach the Harvest Dashboard page



## Complete the Organization Profile

The Organization Profile contains information that remains constant throughout a given school year. Once the Organization Profile information is entered and submitted, that organization can proceed to create, edit, and submit other applications such as the SNP Application and the FFVP Application.

During the 2021-2022 application year, there is no dependency between the FFVP and the SNP application due to COVID-19 waivers. In future years, it may be required that the SNP application be submitted prior to the FFVP Application being visible and submittable.

Some fields within the Organization Profile will be preloaded with converted data from the existing Child Nutrition Management System.

### How to access the Organization Profile

1. Login to <https://harvest.education.vermont.gov>
2. Go to the Harvest Homepage (Dashboard)
3. Click on the “Applications” link on the top menu
4. Select the appropriate year, which currently defaults to 21-22
5. Under the “Organization Profile” section, click on “Create”
6. When returning to complete the Organization Profile, click “Open” instead of “Create.”

## Complete the Organization Profile

Multiple pages, listed on tabs, must be completed within the Organization Profile. Required fields are underlined in brown and must be entered before the Organization Profile will be approved. It is important to review all pages to ensure the required fields are complete. Please save your work as you navigate through the various pages.

The save button will appear at the bottom of each page. Please scroll to the bottom of each page and ensure your information is saved.

### Page 1

The first page of the Organization Profile contains the county, Duns/Sammi number and expiration date, and the primary point of contact for the organization.

1. Click on the “Organization Profile Page 1” menu link at the top of the page.
2. Enter all required information. Review the “Messages” tab on the right-hand side to see all validations that must be satisfied.
3. Click on the “Save” button located at the bottom of the screen.

### Page 2

The second page of the Organization Profile consists of information about your organization’s Food Service Management Company (FSMC) contract.

1. Click on the “Organization Profile Page 2” menu link at the top of the page.

2. It is important to indicate whether or not your organization has an FSMC contract. If you have an FSMC contract, you will be prompted to provide additional information. Please complete all required fields.
3. Click on the “Save” button located at the bottom of the screen.

### **Page 3**

Your organization may be eligible to participate in more than one child nutrition program. On the third page of the Organization Profile indicate which program(s) you wish to participate in, and in turn which application links will be visible within the AOE Harvest application.

1. Click on the “Organization Profile Page 3” menu link at the top of the page.
2. Select all programs applicable to your organization.
3. Additional question may become visible and required, depending on programs selected. It is important to complete all required information.
4. Click on the “save” button located at the bottom of the screen.

### **Submit**

After completing and saving Pages 1-3 of the Organizational Profile, you are ready to submit the profile to AOE for approval. Successful submission of the Organization Profile will enable your organization to proceed with the specific applications for the programs selected on page three of the Organization Profile.

1. Click on the “Submit” menu link at the top of the page.
2. If you attest that the information entered on the Organization Profile is accurate and complete, check the box indicating this attestation.
3. Click on the “Accept and submit” button located at the bottom of the screen.

If there are errors or missing information on any of the pages included in the Organization Profile, a message will be displayed. To view specific details and locations of the errors, click on the “Messages” tab on the far-right side of the screen. If errors are present, correct each error on the page specified, save, and re-submit the Organization Profile.

If no errors are present, the Organization Profile will be submitted to the AOE and your organization may proceed to the next step of the application process.

The Organization Profile is not reviewed by AOE, and moves automatically to Accepted status. Accepted or Approved applications cannot be edited. If updates are needed, click “Revise” on the Applications page, to create a revision where updates can be entered.

Once your Organization Profile is submitted, applications become available for that year. Until your Organization Profile is submitted, your SNP, FFVP, and other applications will not be visible.

## Complete the FFVP Application Packet

The FFVP Application consists of a primary tab that lists Sites within the SFA, and then a Certification Tab (SFA Level).

From the Site Applications tab, each site that is applying for FFVP should be opened and completed. It is important to review all tabs while at the Site level to ensure the required fields are complete. Please save your work as you navigate through the various tabs.

During FY22, for each site that is applying, please complete:

1. Building Information
2. Preparation
3. Operation
4. Service
5. Educational Plans
6. Documentation
7. Budget
8. Staffing Information
9. Acknowledgement and Certification (Only Authorized Representative can complete)

The save button will appear at the bottom of each tab. Please scroll to the bottom of each tab and ensure your information is saved. As you complete an individual Site, use the 'Return to Main Application' link (not the browser's 'back' button) to return to the SFA level. Other sites can be accessed from that level.

Once pages for each Site for which you are applying have been completed and certified, on the Main Application level, your SFA Authorized Representative must complete the Certify page to submit the SFA-level FFVP Application Packet to the AOE for review.

## Reviewing Messages

The Messages tab is located on the far right of the screen and the label for this tab is vertical. To see any errors or messages related to the completion of the application, please select the messages tab.

## Reviewing History

The History tab is located on the far right of the screen and the label for this tab is vertical. To see the lifecycle of events for any application, please select the History tab.

## Accessing Help through Harvest

In the top right of each Harvest web page, a question mark indicating the Help Menu is displayed. Click on "Contact Support", which will open a separate browser tab in which to enter the subject and text of a message to be sent to AOE. If you encounter an error message, please paste the text of that error message into the Message Text of the contact form to expedite the resolution of the issue you encountered.